

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE ASSISTANT
OFFICE OF SENATOR MENDOZA**

BASIC FUNCTIONS:

Senator Tony Mendoza's District Office, located in Cerritos, California is seeking an Office Assistant and may also be requested to serve as a Field Representative. The Office assistant will serve as an official liaison for the Senator throughout the 32nd Senate District. Candidates must be motivated, organized, have excellent written and verbal communications skills and the ability to work cooperatively with the other members of the Mendoza team as well as the myriad constituencies that make up the 32nd Senate District.

DUTIES:

Under the direct supervision of the Senator and District Director, the Office Assistant will manage databases, use mail merge, and act as the Senator's representative at meetings and events, as well as serve as a liaison between the Senator and the Los Angeles and Orange Counties. As such, the Office Assistant must maintain an awareness of and involvement in local affairs and issues, coordinate and plan district-wide events, and manage issue-specific projects as defined by the District Director, Chief of Staff and Senator when appropriate. The Office Assistant must also be able to communicate with diverse constituencies, and perform e-mail blasts and social media ads on behalf of the Senator.

POSITION QUALIFICATIONS:

Candidates must possess the ability to work irregular hours, including but not limited to weekends, evenings, or times dictated by the legislative calendar and workload demands. The ideal candidate will be competent in Microsoft Word, Excel, Database Management, detail-oriented, and must have a vehicle to travel throughout the district. Strong analytical, communication, and problem-solving skills are essential, in addition to an ability to work effectively and efficiently in a professional office environment while under pressure. Knowledge of social media, graphic arts, videography and photography is strongly desired, in addition to positive networking skills and the ability to speak in public. Candidates must have an understanding of District and State issues, current events, and relevant legislation, as well as the ability to establish and maintain cooperative relationships with local governments, private interest groups, people of diverse backgrounds, and the general public. Candidates must also be able to provide accurate and complete information in response to complex constituent inquiries and problems. The ability to communicate in Korean, Mandarin, Tagalog, Portuguese, or Hindi is preferred.

EDUCATIONAL REQUIREMENTS:

Bachelor's degree or equivalent professional experience is required.

SALARY RANGE:

Salary range starts at \$2,552 per month with benefits. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT APPLICATION TO:

Eusevio Padilla, Chief of Staff, Office of Senator Tony Mendoza
E-mail: Eusevio.Padilla@sen.ca.gov